

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

MOTOR VEHICLE SERGEANT

DEFINITION

Performs leadworker duties in the enforcement of state laws and federal regulations governing the licensing and operation of commercial motor vehicles as a certified peace officer; inspects commercial vehicles for proper weight, dimensions, fuel tax permits, bills of lading, safety equipment, permits to haul contents, registration for commercial operations, and conformance to operational laws or the enforcement of hazardous materials regulations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selections, promotions, and reassignments.

Checks commercial motor vehicles, carriers and drivers for compliance, including appropriate operator's license, log books, and health certificates; observes driver for impairment and places unsafe drivers out of service.

Inspects essential mechanical components and safety equipment of commercial motor vehicles such as brake system, suspension, steering components, lights, wheels, tires, and security of load for compliance with federal safety regulations and state law and places unsafe vehicles out of service.

Conducts enforcement operations at state-of-the-art permanent scale sites and uses portable scales in the field to weigh vehicles, check for permits on overweight or oversized vehicles, check for proper fuel tax permits and amount of fuel in tanks.

Delivers and facilitates training or educational presentations to the commercial vehicle industry, law enforcement agencies, other governmental agencies, and the public.

Arrests violators of motor vehicle and criminal law, collects bonds, or transports to local magistrate's court and/or jail; issues citations or warnings to violators to ensure compliance with established procedures and regulations.

Prepares records and documentation of vehicle inspections, citations, forms, required reports, and incident reports; compiles facts and cited violations for record and evidence at trial and/or hearing; computes statutory fines.

Conducts inspections of commercial vehicles, at fixed scales locations and in a patrol setting at roadside, to ensure compliance with all applicable regulations and laws with a primary emphasis on vehicles transporting hazardous materials; inspects vehicle safety systems and equipment, driver hours of service and qualifications, proper vehicle loading, securement systems and packaging requirements.

Maintains knowledge and competency in the enforcement of Iowa Code Title 49, Code of Federal Regulations relating to motor vehicle transportation with particular emphasis on regulations concerning transportation of hazardous materials, Title 40 Code of Federal Regulations relating to transportation of hazardous waste, Title 10, Code of Federal Regulations relating to the transportation of radioactive materials; participates in extensive ongoing training and updating of transportation regulations regarding transportation of hazardous materials.

Performs public relations work by assisting Motor Vehicle Enforcement (MVE) and other agencies with hazardous materials transportation issues; provides technical support for other agencies and MVE officers; assists shippers and carriers with compliance through training seminars and other outreach programs; works with court system to educate attorneys on hazardous materials issues; serves as course instructor at the Iowa Law Enforcement Academy.

COMPETENCIES REQUIRED

Knowledge of the legal and regulatory requirements of the Code of Iowa and Federal Motor Carrier Safety including Hazardous Materials Regulations pertaining to commercial motor vehicles such as licensing, equipment registration, bills of lading, applicable permits and others relating to the commercial vehicle industry.

Knowledge of the contemporary principles and practices relating to the training and oversight of employees.

Knowledge of techniques, methods, and procedures associated with automotive maintenance and repair.

Knowledge of vehicle titling and license plate issuance regulations and the Iowa Code provisions relating to vehicle dealer licensing.

Knowledge of trends and developments in the field of motor vehicle safety regulations.

Knowledge of computers and related software applications.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to lead and oversee the work of other employees.

Ability to accurately measure and weigh vehicles using stringlines, tapes, and scales.

Ability to make independent judgments based upon the information available.

Ability to establish and maintain effective working relationships with other state and local law enforcement officials.

Ability to communicate effectively, both orally and in writing, to relate the results of inspections and provide general information to the public, the courts, attorneys, and other law enforcement agencies.

Ability to understand and follow written and oral instructions and to understand, apply, and enforce applicable sections of the Code of Iowa.

Ability to make accurate arithmetic computations in calculation of fines and fees to include addition, subtraction and multiplication.

Ability to lift and carry objects weighing up to 40 pounds.

Ability to appropriately respond and control tense situations.

Ability to work with diverse and sometimes antagonistic constituent groups to develop consensus on enforcement issues.

Skill in the use of firearms.

Sufficient physical mobility and dexterity to allow the successful inspection of vehicles and cargo (bending, reaching, crawling, climbing, etc., in and around vehicles, trailers and equipment).

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council and experience equal to two years of full-time peace officer work in the application, interpretation, investigation, and enforcement of motor vehicle laws and regulations;

OR

post high school education with an emphasis in law enforcement, criminal justice, or police science may be substituted on the basis of 30 semester hours equals one year of the required experience to a maximum substitution of two years; no substitution for the graduation and certification from an ILEA approved academy is permitted;

OR

employees with current continuous experience in the state executive branch that includes experience equal to 18 months full-time work as a Motor Vehicle Officer.

Effective Date: 01/13 BR